



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**  
**505 KAR 1:110**  
**3-JTS-5I-11, 3-JCRS-5A-10, 11**  
**1-JDTP-3D-13**  
**1-JBC-1E-06; 5I-06, 11**  
**4-JCF-3A-25, 5I-02**  
**3-JCRF-5A-10**  
**KRS 605.090 (1)(a) & (4);**  
**610.120 (3); 635.515(4), (5), &**  
**(7);635.070; 635.090(3)(4)**

**CHAPTER: Program Services**

**AUTHORITY: KRS 15A.0652**

**SUBJECT: Correspondence to the Court System**

**POLICY NUMBER: DJJ 300.2**

**TOTAL PAGES: 3**

**EFFECTIVE DATE: 1/04/2016**

**APPROVAL: Bob D. Hayter**

**, COMMISSIONER**

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall provide written correspondence to the court system, regarding youth that have been placed in the custody, care, and supervision of DJJ, providing information in reference to the treatment and continuum of care provided to the youth, while under the custody, care, and supervision of DJJ.

**II. APPLICABILITY**

This policy shall apply to each DJJ group home and youth development center (YDC).

**LIMITED APPLICABILITY:**

*This policy shall apply to probated and committed youth in a DJJ operated or contracted day treatment program. Each day treatment program shall provide admission and notice of release letters, as well as a copy of the Individual Treatment Plan (ITP), upon request, to the probating or committing judge. A copy of the Individual Education Plan (IEP), ITP, and ITP reviews and notice of release letters shall be sent to the Juvenile Service Worker (JSW) and the parent or guardian. For youth residing in a group home or therapeutic foster home and attending a day treatment program, all treatment correspondence from the day treatment program shall also be sent to that respective group home or therapeutic foster home. Correspondence shall be provided within the timelines set forth in*

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*this policy and shall be approved by signature of the Superintendent or designee.*

### **III. DEFINITIONS**

Refer to Chapter 300.

### **IV. PROCEDURES**

- A. The Superintendent or designee shall ensure completion of the following types of written correspondence to the committing judge:
  1. Admission letters shall be mailed within seven (7) days after the youth's admission, including intra-system transfers, with a copy sent to the parents or caregiver. These intake notification letters shall specify the date of admission, reason for admission, date of the ITP conference, and any other information deemed significant.
  2. Notification of discharge letters shall be mailed within seven (7) days prior to release from the program, except in situations where jurisdiction will expire due to the age of the youth. Discharge letters shall specify the date of placement and whether the youth was released to another out-of-home placement or released to the parent or caregiver on conditions of supervised placement.
  3. In situations where jurisdiction is expiring due to the age of the youth, notification of intent to place and terminate commitment shall be provided to the committing court fourteen (14) days prior to placement.
  4. ITP correspondence requirements:
    - a. For a public offender (PO), the ITP shall be mailed to the judge, upon request, within twenty-one (21) days of admission.
    - b. For a youthful offender (YO), the ITP shall be sent to the sentencing judge within twenty-one (21) days of admission.
    - c. For a juvenile sexual offender (JSO), the ITP shall be sent to the committing judge within twenty-one (21) days of admission.
  5. In a group home, when a youth remains in the program for greater than six (6) months, the youth's counselor shall submit written justification to the committing judge.
- B. A copy of any notification sent to the committing judge shall be sent to the parent or caregiver and youth's attorney.

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- C. A copy of any discharge letters sent to the committing judge shall be sent to the school administrator for the releasing DJJ program.
- D. All written correspondence with the courts shall be approved by signature of the Superintendent or designee to verify that the content of the correspondence is accurate and correct.

## **V. MONITORING MECHANISM**

The Regional Division Director or designee, in conjunction with the Division of Program Services, shall develop monitoring protocols to be used by the Superintendent that review the expectations set forth in this policy.